FSC-178-B

ROU Brief - 12/3/97

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

CONTENTS

➜ ***RJR ToolKit - New Fixture Planogram Application***
(Contact: Marc Kruth, #0688)

- QkPog II - Added to RJR ToolKit. Menu (under Space Management options).
- Use application to planogram new (or proposed) cigarette fixture planograms.
- Help is available within this new application, or contact your Sales Area National Manager - Trade Marketing for assistance if needed.
- This ToolKit update should be received via normal (reports only) communication - distributed to all sales managers' PC's using Excellenet, on 11/26/97.

➜ ***New Sales Expense Report Forms***
(Contact: Chris Minner, #1642)

- Current 8 1/2 x 14 three-part expense report forms being changed to 8 1/2 x 11 three-part form for home office scanning purposes. Design of form and item number for ordering remain the same. New expense report forms will automatically become available with same item number as existing inventory of forms is depleted.

➜ ***Special POS/PDI Request Form***
(Contacts: Your Area Manager of Operations, Dick Luongo, #6110)

- Special POS/PDI Request Form now available on F3Fill. Refer to FSC-168-B for details on when/how to use. To access in F3Fill:
  - Click on Merchandising
  - Click on POS/PDI

➜ ***Contract Pay Register Updates***
(Contact: Kathryn Premo, #2689)

1) 4Q Contract Pay Register First Week Field Approval

- First week Field approval date for 4Q Contract Pay Register has been extended one week to allow for adequate review, approval, and processing. First week approval should be limited to accounts needing early payment for sound business reasons. Approval dates are now:.

  1/15/98
  1/22/98
  1/29/98
  2/5/98

2) 1998 Contract Pay Register Schedule

- Key dates for 1998 Contract Pay Register processing have been established. Schedule to be e-mailed to ROUs 12/5/97.

3) Accounts To Be Paid, But Not Called On Report

- Accounts To Be Paid, But Not Called On report, which identifies contracted accounts that have not been called on during the last three months or longer, has been modified:
  - Summarized by Responsible Division versus Geographic Division (i.e., Paypoint Basis).
  - Includes Contractual Payments to be made to Retail Accounts only.
  - Includes Sales Rep and Retail Rep Territory and Frequency and SIS Industry and RJR Volumes.
  - Available in SIS Historical Report Menu-Payment/Financial Reporting-Function 132 and automatically prints to ROU when Preliminary Contract Pay Register is generated.

4) Contract Pay Register System - Display Mail-To Address Function

- Contract Pay Register System has been enhanced to provide a Mail-To address function (PF9). This function displays Mail-To address for independents and chains versus accounts location address.

➜ ***Discontinued WINSTON PDI***
(Contacts: Floyd Cook, #3466, Jasper Spencer, #4072)

- Allocations will be deleted and the following items will be put on open order effective Monday, 12/8/97:

Item #	Description
528143	Winston Stick to Stick Change Mat (Spanish)
532112	Winston 5x3 Attitude Banner-Period 2
528185	Winston 5x3 Stick to Stick Banner
528194	Winston 5x3 Stick to Stick Banner (Spanish)
532103	Winston 9x3 Attitude Banner-Period 2
528191	Winston 9x3 Red, White, Red Banner (Spanish)
534143	Winston Pole Mount Refurb Kit
528302	Winston Ground Mount Refurb Kit
535853	Winston 5x3 "Smoke This" Banner
535862	Winston 9x3 "Smoke This" Banner

➜ ***8-Case Support Kit for 8 Case Display (Item # 536831)***
(Contacts: Butch Oringderff, #7463, Jasper Spencer, #4072)

- New wire support kit has been developed for 8-Case Display (item # 527951). Kit (item # 536831) should increase stability of 8-Case Display and should be ordered for all existing 8-Case Displays currently in the Field. Support kit as well as actual 8-Case Display are on open order and are both available for immediate shipment. Another item that attaches to the 8-Case Display, the DORAL Sign-Up Center (item # 533495), is also on open order and available for immediate shipment.
- Refer to Intranet RJR Publications (under "Fixture Illustrations") for illustrations

➜ ***Discontinued Rear Spacer for OPM 3R/4***
(Contact: Jasper Spencer, #4072)

- Effective immediately, Rear Spacer, which is spare part for OPM 3R and OPM 4 (Part No. 1131-18), is no longer available through the spare parts program.